

INSTRUCTION SHEET.

This handbook is being published to provide current national security classification guidance to employees under the provisions of Executive Order 12356, National Security Information, which replaces Executive Order 12065 on 1 August 1982.

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NATIONAL SECURITY CLASSIFICATION GUIDE

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CENTRAL INTELLIGENCE AGENCY
NATIONAL SECURITY CLASSIFICATION GUIDE (U)

FOREWORD

REFERENCES: A. Executive Order 12356

B. Directive No. 1, Information Security
Oversight Office (ISOO)

C. [REDACTED]

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The CIA National Security Classification Guide has been prepared in accordance with the requirements and criteria set forth in the references. It is approved for use by all Agency and Intelligence Community Staff personnel authorized to classify national security information. The four existing directorate classification guides dated November 1978 will be rescinded 30 days after the approval date of this handbook and should be destroyed at that time. (U)

/s/
[REDACTED]
Executive Director

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CHAPTER I: THE GUIDE AND ITS USE (U)

1. GENERAL (U)

The CIA National Security Classification Guide (NSCG) is arranged alphabetically by subject and establishes uniform classification levels for frequently recurring items of national security information. It is a series of predetermined original classification decisions made by individuals authorized to exercise Top Secret national security classification authority by the Director of Central Intelligence. Citing an item in the NSCG is a derivative classification decision, and the classification decision and the classification level specified in the Guide are mandatory. (U)

2. AUTHORITY TO CITE THE GUIDE (U)

a. Personnel who may use the NSCG:

- (1) Personnel without original classification authority who originate information that requires classification are authorized to classify that information by citing the applicable NSCG item and applying the classification level it prescribes.
- (2) Personnel with original classification authority also may use the Guide in this manner. (U)

- b. The originator of information who classifies that information by citing the NSCG must be identified as the classifier following the word "BY" in the classification authority marking. (U)

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3. DERIVATIVE MARKINGS AND CITATIONS (U)

- a. The stamps used for marking derivatively classified information are explained in [] the stamps most commonly used are:

CL BY (employee identifier)
DECL (date or OADR)
DERIVED FROM (NSCG item or source document)

or

DECL (date or OADR)
DRV (NSCG item or source document) BY (employee identifier)

or

DECL _____ DRV _____ BY _____ (U)

- b. Citations from the NSCG are entered in the space following "DERIVED FROM" or "DRV." For instance, if classifying information that would tend to identify an individual under official cover, and the information does not reveal the cover organization, the citation would be "DERIVED FROM COV 1-82." (COV equates to the general subject "COVER," 1 to the first item listed under "COVER," and 82 to the year the referenced item was originated.) Since none of the predetermined classification decisions in the NSCG cites a date for automatic declassification, enter "OADR" (Originating Agency's Determination Required) on the "DECL" line. (C)
- c. When more than one NSCG citation applies to a document, a judgment must be made in accordance with the following:
- (1) When one of the applicable citations comprehensively describes the most important aspects of the information requiring protection and requires a classification level higher than or equal to the others, that one citation may be entered.
 - (2) When two citations apply equally, enter the two citations and classify at the highest level required by the citations.

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- (3) When more than two citations appear to apply equally, enter all citations or enter at least two and "MULT" or "multiple" and ensure the remaining citations are shown on, or filed with, the Agency's record copy of the document. Classify at the highest level required by the citations. (U)

4. OTHER MARKING REQUIREMENTS (U)

a. CLASSIFICATION MARKINGS

The highest classification level of information contained within a document is typed or stamped in bold letters at the top and bottom of the outside front cover (if any), on the title page (if any), on the first page, and on the outside back cover (if any). Each interior page is typed or stamped at the top and bottom either according to the highest classification of the content of the page, including the designation "Unclassified" when appropriate, or according to the overall classification of the document. The three authorized classification designations--Top Secret, Secret, or Confidential--may be used in conjunction with approved Intelligence Community compartmentation designators, but may not be used with any such modifiers as "Agency," "Medically," or "Sensitive"; e.g., "Agency Confidential," "Medically Confidential," or "Secret Sensitive." (U)

b. DATE AND OFFICE OF ORIGIN

Each classified document must show on its face its date and the identity of the office which originated it. (U)

c. PORTION MARKING

- (1) Unless an official waiver has been granted, all classified documents, whether originally or derivatively classified, must be portion marked to indicate which portions (including subjects and titles) are classified and at what level. (A portion is any segment of a document--normally a paragraph or subparagraph--that deals with a particular point and does not require amplification to be intelligible.) The symbols (TS), (S), (C), or (U) are used to denote the applicable classification level and are placed immediately following the portion of text to which they apply.

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- (2) If individual portion marking is impracticable, the document must contain a statement sufficient to identify the information that is classified and the level of such classification. Statements such as "All Portions Classified Confidential," "All Portions Unclassified except as Marked," or "The Information in this Document is Classified Confidential in the Aggregate - Individual Portions are Unclassified" may be used in lieu of marking individual portions. The first statement can only be used when the entire document, including any subject and title lines, warrants classification at the same level.
- (3) Control and handling restrictions such as "For Official Use Only (FOUO)" and "Administrative-Internal Use Only (AIUO)"--see [] for definitions--are not classification designations. "FOUO" and "AIUO" should, however, be used in classified documents in conjunction with "(U)" where appropriate (see also paragraph 10 below). (U)

d. DOWNGRADING

When the classification level of a document is to be automatically downgraded after a specified period, as is required by several of the NSCG citations, a notation to that effect must be typed or stamped on the face of the document:

Downgrade to (Classification) on (date)

or

DNG to (Classification) on (date) (U)

e. TRANSMITTAL DOCUMENTS

Type or stamp at the top and bottom of each page of a transmittal document the highest classification designation of the transmitted information. If the transmittal document contains information classified lower than the information transmitted, type or stamp in the lower right-hand corner a marking such as:

Unclassified when Detached from
(Enclosure)(Attachment)

or

(Classification) when Detached from
(Enclosure)(Attachment)

When the transmittal document itself is unclassified, no classification authority or portion marking should appear thereon. (U)

5. WHEN THE GUIDE IS INADEQUATE (U)
 - a. Persons authorized to classify information, even if they have original classification authority, first should consult the NSCG to determine the appropriate level for that information. If the Guide does not provide an appropriate classification level or does not cover the category of information requiring classification, a person with original classification authority must classify the information. (U)
 - b. When it becomes apparent that original classification authority is being frequently applied to a category of information not covered, inadequately covered, or improperly covered by this Guide, that fact should be reported to the Agency Security Classification Officer, Office of Information Services, Directorate of Administration, through the component classification or records management officer. (U)
 - c. The NSCG is the standard reference for all national security classification actions in the Agency and therefore is continuously subject to review for improvement. (U)
- 6-8. Reserved.

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CHAPTER II: THE DCI'S INFORMATION PROTECTION RESPONSIBILITIES (U)

9. THE LAW (U)

- a. By law, the Director of Central Intelligence has the responsibility for protecting intelligence sources and methods from unauthorized disclosure (section 102(d)(3) of the National Security Act of 1947). In furtherance of this responsibility, the DCI is also authorized to protect from unauthorized disclosure the "organization, functions, names, official title, salaries, or number of persons employed by the Agency" (section 6 of the CIA Act of 1949). (U)
- b. These responsibilities and authorities mean that even though information concerning an aspect of intelligence sources or methods (including organizational or personnel data) does not meet the criteria for classification under a current Executive order, it legally still may be protected from unauthorized disclosure. (U)

10. FOR OFFICIAL USE ONLY (U)

Information concerning an aspect of intelligence sources and methods, if it is deemed not to warrant national security classification and is not authorized for release, will be identified by the marking "For Official Use Only (FOUO)" [redacted] and paragraph 4c of this Guide. All such information has been portion marked "FOUO" throughout the Guide. The dissemination of such intelligence sources and methods information will be controlled by the originator and will be on a strict need-to-know basis. (U)

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11. ORGANIZATIONAL DATA (U)

- a. When a CIA organizational component designation does not warrant national security classification (see PER 9-82), it will be protected by the "For Official Use Only" marking, except as noted below. (U)
- b. Exceptions to this rule are those component designations which, either because they are well known or do not reveal Agency-unique structuring, may not always warrant the "FOUO" protection. (U)

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- c. The following component designations are hereby authorized for release unless such release would reveal an aspect of intelligence sources or methods:

DCI Area

- Office of the Director and Deputy Director (O/DCI and O/DDCI) and all components within the O/DCI and O/DDCI including the Intelligence Community Staff (IC Staff) and the National Intelligence Council (NIC).
- Office of the Comptroller (O/Compt) and all components within O/Compt.
- Office of Equal Employment Opportunity (OEE0) and all components within OEE0.
- Office of General Counsel (OGC) and all components within OGC.
- Office of Inspector General (OIG) and all components within OIG.
- Office of External Affairs (OEXA) and all components within OEXA.
- Office of Personnel (OP) and all components within OP.

Directorate of Intelligence

- Arms Control Intelligence Staff (ACIS).
- Collection Requirements and Evaluation Staff (CRES).
- Office of African and Latin American Analysis (ALA).
- Office of Current Production and Analytic Support (OCPAS).
- Office of Central Reference (OCR).
- Office of East Asian Analysis (OEA).
- Office of European Analysis (EURA).
- Office of Global Issues (OGI).

- Office of Imagery Analysis (OIA).
- Office of Near East and South Asia Analysis (NESA).
- Office of Scientific and Weapons Research (OSWR).
- Office of Soviet Analysis (SOVA).
- Planning and Management Staff (PMS).

Directorate of Administration

- Office of Information Services (OIS) and all components within OIS.
- Office of Medical Services (OMS).
- Office of Communications (OC).
- Office of Finance (OF).
- Office of Logistics (OL).
- Office of Data Processing (ODP).
- Office of Security (OS).
Information Review Group (IRG).
- Office of Training and Education (OTE).

Directorate of Operations

- Information Management Staff (IMS).
Freedom, Privacy, and Litigation Group (FPLG).

Directorate of Science and Technology

- Foreign Broadcast Information Service (FBIS).
- National Photographic Interpretation Center (NPIC). (U)

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12. PERSONNEL (U)

A listing of the personnel within an organization will be protected by the "For Official Use Only" marking unless such a listing warrants national security classification (see PER 9-82 of this Guide). (U)

13-15. Reserved.

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